



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**  
**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>05-FI-OBP-0001</b>	POSITION: <b>Branch Chief for Budget Execution and Cost Analysis</b>
POSITION SERIES: <b>501</b>	POSITION GRADE: <b>DS-14/15</b>
OPENING DATE: <b>November 04, 2004</b>	CLOSING DATE: <b>November 18, 2004</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE:	SALARY RANGE: <b>\$74,334 - \$112,434</b>  TOUR OF DUTY:
WORKSITE: <b>1350 Pennsylvania Avenue, NW</b>	AREA OF CONSIDERATION: <b>Internal OBP Only</b>
PROMOTION POTENTIAL: <b>DS-15</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>Office of Budget and Planning (OBP)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent oversees monthly budget execution and reporting performed by agencies and related analysis performed by budget analysts. Works closely with Budget Analysts to produce detailed analysis of agency budget execution concerns pertaining to expenditure, revenue, or operational issues. Responsible for the design format and content of spending plans to ensure responsible and accurate commitments by agencies and to ensure an effective foundation for variance analysis comparisons throughout the fiscal year. Assesses reprogramming requests from agencies and recommends their approval or rejection. Responsible for analyzing the District's spending in relation to large-scale citywide items such as personnel, debt service, subsidies and transfers. Conducts trend analysis, spending projections, and other analysis as needed. Provides recommendations for improving financial responsibility and operational performance. Makes recommendations for improvements in current policy or practice and develops related procedures for implementing these policies. Responsible for coordinating the formulation of spending forecasts for multi-year programs. The incumbent is responsible for ensuring that the Office of Budget and Planning responds promptly to questions arising from the Mayor, Council, Congress, National Capital Planning, the Federal City Council, or other review bodies regarding cost issues. Leads and coordinates the work of special project cost analysis teams, ensuring that there is proper documentation and accuracy.

**QUALIFICATIONS REQUIREMENTS:** One (1) year of Specialized Experience equivalent to the next lower level.

**SPECIALIZED EXPERIENCE:** Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC 2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying.

You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Comprehensive knowledge and understanding of the agency budget formulation process and thorough and detailed understanding of policies, directive, and regulations that guide the budget development and execution process.
2. Knowledge of current concepts and theories in budgeting, accounting and financial principles and procedures.
3. Knowledge and ability to develop new or modified work methods and standard operating procedures.
4. Knowledge and ability to gather, synthesize and analyze information necessary to make recommendations needed for financial decisions.
5. Excellent written and oral communication skills with the ability to develop and deliver oral presentations.
6. Knowledge of performance-based budgeting techniques.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATION STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS AND**

**SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Janice Cager  
OCFO – OMA – Human Resources  
941 North Capitol Street, N.E., Suite 1200  
Washington, DC 20002  
(202) 442-6523

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER